TURNAROUND FUNCTION OPTIONS

There are seven function options that appear at the bottom of the Turnaround screen:

A = Add Payment

U = Update

I = Inquiry
F = Food Supplement

V = Transportation

E = Enroll without Payment

T = Terminate Facility

GHB7101M SUBSIDIZED CHILD CARE REIMBURSEMENT 99901037 TURNAROUND									06/08/07 15:04:45			
PAYMENT MONTH: MAY NAME CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT												
LAST	_										FEE	AMOUNT
LAST FIRST DCS ST MTH CD CD GRI							GKP	30	DAT	KATE	FEE	AMOUNT
nime)		200mme971111	2	0507	nna	811	p13	25	23	628.00	188.00	440.00
CWLLENGER	SIGNIA	2006-0227777-0	_							417.00	100.00	417.00
	BURNE	2006.0227431								417.00		417.00
	20000			0507						471.00	125.00	
CHRRDL	DECL	2006/02/2006								314.00		314.00
CHRRDL	1000	2006.0.2990#1		0507						417.00		417.00
201003	34606	2008/0300127		0507						654.00		654.00
PERGIOSE	MML I	2008ee82522	2	0507	009	811	R13	15	23	628.00		628.00
PERCHON		2008/0300670									144.00	549.00
PORTE		20054625830										417.00
FORTE	1000	200712704270	2	0507	009	811	R06	25	23	417.00		417.00
STARS 4 SMART START BONUS %												
PROVIDER: 601512 FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60												
NEW FACILITY:												
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility												
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu												
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd												
GHB049- MORE IN LIST - F7, F8, or F3.												

Turnaround functions

A = Add Pmt (Add Payment for an Existing Child)

Payment for a holiday, snow day or teacher workday and an additional payment for a previous month are some reasons for adding a payment. The example that follows is an additional payment for a school-aged child who needs full-time care when school is closed due to a holiday, snow day or teacher workday.

Adding a payment

- 1. Tab to the child's name in the Turnaround listing.
- Type "A" (add).
- 3. Press **<ENTER>** and the Child Demographic Detail record will appear (Figure A 2).

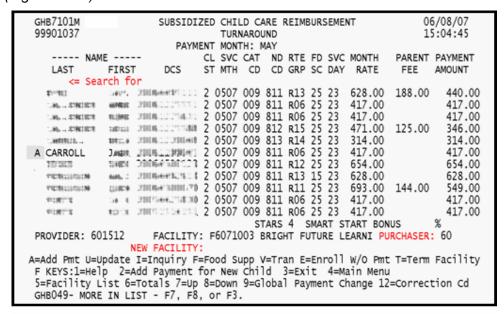


Figure A - 1: Select record to add payment

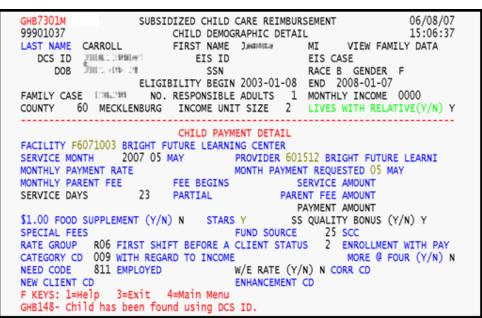


Figure A - 2: Child Demographic Detail record screen



The record displays child demographic detail information from the initial record. Monthly payment rate and monthly parent fee fields are blank.

- 4. Tab to the **MONTHLY PAYMENT RATE** field and type the payment rate (without the dollar sign).
- 5. Tab to the SERVICE DAYS field and type the number of days of service.
- 6. Tab down to the **RATE GROUP** field and key the appropriate rate group.
- 7. Press **<ENTER>** and, if there are no errors, you will be requested to press F10 to confirm the update or addition (Figure A 3).

```
GHB7301M
                        SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                               06/08/07
99901037
                           CHILD DEMOGRAPHIC DETAIL
                                                                               15:07:03
LAST NAME CARROLL
                             FIRST NAME JAGNES MI
                                                                  VIEW FAMILY DATA
      S ID DIMED DESIGNATION OF THE DOB THE DESIGNATION OF THE DOB THE DOB
                            EIS ID
                                            EIS CASE
   DCS ID
                                     SSN
                                                          RACE B GENDER F
                      ELIGIBILITY BEGIN 2003-01-08 END 2008-01-07
FAMILY CASE 138299 NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 0000
COUNTY 60 MECKLENBURG INCOME UNIT SIZE 2 LIVES WITH RELATIVE(Y/N) Y
                                CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH 2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI MONTHLY PAYMENT RATE 340.00 MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE FEE BEGINS SERVICE AMOUNT
SERVICE DAYS 2 PARTIAL PARENT FEE AMOUNT
                                                                                31.40
                                                       PAYMENT AMOUNT
                                                                                31.40
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y SS QUALITY BONUS (Y/N) Y
                                      FUND SOURCE
SPECIAL FEES
                                                              25 SCC
RATE GROUP R36 1ST SHIFT HOLI, TWK, CLIENT STATUS
                                                            2 ENROLLMENT WITH PAY
CATEGORY CD 009 WITH REGARD TO INCOME
                                                                  MORE @ FOUR (Y/N) N
                                           W/E RATE (Y/N) N CORR CD
NEED CODE 811 EMPLOYED
NEW CLIENT CD
                                           ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure A - 3: Child record screen - added record

8. Press **<F10>** to confirm the addition and to receive a "Successful Add" message (Figure A - 4).

```
SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                             06/08/07
99901037
                  CHILD DEMOGRAPHIC DETAIL
                                                             15:07:12
LAST NAME
                        FIRST NAME MI
                                                   VIEW FAMILY DATA
  DCS ID _
                           EIS ID
                                             EIS CASE
                                             RACE GENDER
    DOB
                             SSN
                  ELIGIBILITY BEGIN
                                             FND
                   NO. RESPONSIBLE ADULTS
FAMILY CASE
                                             MONTHLY INCOME
COUNTY 60 MECKLENBURG INCOME UNIT SIZE
                                             LIVES WITH RELATIVE(Y/N)
-----
                        CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
             2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI
SERVICE MONTH
MONTHLY PARENT FEE PEE DECEMBER OF PARTIAL
                                 MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PAYMENT RATE
                       FEE BEGINS
                                          SERVICE AMOUNT
                                         PARENT FEE AMOUNT
                                           PAYMENT AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y
                                          SS QUALITY BONUS (Y/N) Y
SPECIAL FEES
                                  FUND SOURCE
RATE GROUP
                                  CLIENT STATUS
                                                   MORE @ FOUR (Y/N) N
CATEGORY CD
                                  W/E RATE (Y/N) N CORR CD
NEED CODE
                                  ENHANCEMENT CD
NEW CLIENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB151- Successful Add.
```

Figure A - 4: Child record screen - Successful Add

Correcting errors

If the data **does not** satisfy all the program edits, the cursor will move to the field with the incorrect entry and an error message at the bottom of the screen will display information related to the incorrect field entry (Figure C - 1).

- 1. Correct the error (change the **RATE GROUP** to the correct code, R14, in this example).
- 2. Press **<ENTER>** to continue. Once all of the information is correct, the F10 confirmation message will be displayed again (Figure C 2).
- 3. Press<**F10>** to confirm the correction.

```
SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                               06/07/07
99901037
                                                               12:24:59
                        CHILD DEMOGRAPHIC DETAIL
LAST NAME JONES
                        FIRST NAME MARTHA MI E VIEW FAMILY DATA
  DCS ID 21114444555
                            EIS ID
                                             EIS CASE
     DOB 2003-04-25
                             SSN
                                              RACE
                                                     GENDER
                   ELIGIBILITY BEGIN 2007-05-01 END 2008-05-01
FAMILY CASE 343434 NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 1585
COUNTY 78 ROBESON INCOME UNIT SIZE 3 LIVES WITH RELATIVE(Y/N) Y
                         CHILD PAYMENT DETAIL
FACILITY N7810131 A GIFT FROM GOD DAYCARE
SERVICE MONTH 2007 05 MAY PROVIDER 781165 ANNETTE C. HERNDON
MONTHLY PAYMENT RATE 200.00
                                  MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE
                      FEE BEGINS
                                                               200.00
                                            SERVICE AMOUNT
SERVICE DAYS
                      PARTIAL
                                          PARENT FEE AMOUNT
                                            PAYMENT AMOUNT
                                                               200.00
$1.00 FOOD SUPPLEMENT (Y/N) N
                              STARS Y
                                          SS QUALITY BONUS (Y/N) Y
                                  FUND SOURCE
SPECIAL FEES.
                                                 25 SCC
RATE GROUP R13 FIRST SHIFT 3 YRS
                                  CLIENT STATUS
                                                 1 NEW ENROLLMENT
CATEGORY CD 009 WITH REGARD TO INCOME
                                                    MORE @ FOUR (Y/N) N
NEED CODE 813 EMPLOYED
                                  W/E RATE (Y/N) N CORR CD
NEW CLIENT CD
                                  ENHANCEMENT CD
               3=Exit 4=Main Menu
F KEYS: 1=Help
GHB183- Warning: Rate Group does not match child's age.
```

Figure C - 1: Error message generated

```
GHB7301M
                      SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                       06/07/07
99901037
                           CHILD DEMOGRAPHIC DETAIL
                                                                       12:25:32
LAST NAME JONES
                           FIRST NAME MARTHA MI E
                                                          VIEW FAMILY DATA
   DCS ID 21114444555
                             EIS ID
                                                    EIS CASE
      DOB 2003-04-25
                                 SSN
                                                    RACE
                                                            GENDER
ELIGIBILITY BEGIN 2007-05-01 END 2008-05-01

FAMILY CASE 343434 NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 1585

COUNTY 78 ROBESON INCOME UNIT SIZE 3 LIVES WITH RELATIVE(Y/N) Y
                            CHILD PAYMENT DETAIL
FACILITY N7810131 A GIFT FROM GOD DAYCARE
SERVICE MONTH 2007 05 MAY PROVIDER 781165 ANNETTE C. HERNDON
                                       MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PAYMENT RATE 200.00
MONTHLY PARENT FEE
                         FEE BEGINS
                                                  SERVICE AMOUNT
                                                                       200.00
                     23 PARTIAL
SERVICE DAYS
                                               PARENT FEE AMOUNT
                                                  PAYMENT AMOUNT
                                                                       200.00
$1.00 FOOD SUPPLEMENT (Y/N) N
                                 STARS Y
                                                 SS QUALITY BONUS (Y/N) Y
SPECIAL FEES
                                      FUND SOURCE 25 SCC
RATE GROUP R14 FIRST SHIFT 4 YRS
                                                       1 NEW ENROLLMENT
                                      CLIENT STATUS
CATEGORY CD 009 WITH REGARD TO INCOME
                                                           MORE @ FOUR (Y/N) N
NEED CODE 813 EMPLOYED
                                       W/E RATE (Y/N) N CORR CD
NEW CLIENT CD
                                      ENHANCEMENT CD
                3=Exit 4=Main Menu
F KEYS: 1=Help
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure C - 2: Error corrected and accepted - Press F10 to confirm

Pending a record

If the errors cannot be corrected while entering the data, put the record in pending (P) status. You can return to the record at any time prior to close-out. Once close-out is complete, all remaining pending records are deleted.

- 1. Type "P" in the **CLIENT STATUS** field (Figure P 1).
- 2. Press < ENTER>.
- 3. Press <F10> to confirm the change in client status.
- 4. Note Pending record in listing (Figure P 2).

```
GHB7301M
                    SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                   06/07/07
99901037
                       CHILD DEMOGRAPHIC DETAIL
                                                                   12:26:19
LAST NAME JONES
                          FIRST NAME MARTHA MI E VIEW FAMILY DATA
  DCS ID 21114444555
                          EIS ID
                                                 EIS CASE
     DOB 2003-04-25
                                                 RACE GENDER
                                SSN
                   ELIGIBILITY BEGIN 2007-05-01 END 2008-05-01
FAMILY CASE 343434 NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 1585
COUNTY 78 ROBESON INCOME UNIT SIZE 3 LIVES WITH RELATIVE(Y/N) Y
                           CHILD PAYMENT DETAIL
FACILITY N7810131 A GIFT FROM GOD DAYCARE
SERVICE MONTH 2007 05 MAY PROVIDER 781165 ANNETTE C. HERNDON MONTHLY PAYMENT RATE 400.00 MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PAYMENT RATE 400.00
MONTHLY PARENT FEE FEE BEGINS SERVICE DAYS 23 PARTIAL
                                             SERVICE AMOUNT
                                                                   200.00
                                            PARENT FEE AMOUNT
                                               PAYMENT AMOUNT
                                                                   200.00
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y
                                             SS QUALITY BONUS (Y/N) Y
SPECIAL FEES
                                    FUND SOURCE
                                                    25 SCC
RATE GROUP R14 FIRST SHIFT 4 YRS
                                    CLIENT STATUS P NEW ENROLLMENT
CATEGORY CD 009 WITH REGARD TO INCOME
                                                        MORE @ FOUR (Y/N) N
NEED CODE 813 EMPLOYED
                                    W/E RATE (Y/N) N CORR CD
                                     ENHANCEMENT CD
NEW CLIENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB161- Monthly Payment Rate Entered Exceeds Maximum Allowed Value.
```

Figure P - 1: Pending a record - change client status to "P"

```
GHB7101M
                    SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                               06/07/07
99901037
                              TURNAROUND
                                                               12:26:52
                       PAYMENT MONTH: MAY
   ---- NAME ----
                           CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT
   LAST
          FIRST
                     DCS ST MTH CD CD GRP SC DAY RATE
                                                           FEE AMOUNT
     <= Search for
  100000
           ***** 3 3 542.00 121.00
                                                                   421.00
            **** 3********** 2 0507 009 811 R13 25 23
                                                   516.00
  BURE .
                                                                   516.00
          #View 3/100/1016/1016/1016 5 0507 009 811 R06 25 23 335.00
  18070309
           #View 3/8875.755.76557 5 0507 009 811 R36 25 1
   3801000
   MICES/80
            ****** 2007452400 2 0507 009 811 R11 25 23 542.00 222.00
                                                                   320.00
  JONES MART 21114444555 P 0507 009 813 R14 25 23
                                                   217.00
  LMMI.NGTER 1MG1 29HP5.255"2955" 5 0107 009 832 R03 25 5 325.00
  LAME ROTTER SHIPS SHIPS SENT 4 0307 009 832 RO3 25
                                    STARS 3 SMART START BONUS
                   FACILITY: N7810131 A GIFT FROM GOD DAYC PURCHASER: 78
PROVIDER: 781165
                NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure P - 2: Pending record in Turnaround listing

U = Update

The Update feature is used to change information entered in the Child Demographic Detail, Child Payment Detail or Family Information screens. Updates for the service month must be completed prior to close-out.

Updating a record

- 1. Tab to the child's name in the Turnaround listing.
- 2. Type "U" beside the name selected (Figure U 1).
- 3. Press **<ENTER>**. The Child Demographic Detail record will appear (Figure U 2).

```
GHB7101M
                      SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                   06/08/07
 99901037
                    TURNAROUND 13:10:22

PAYMENT MONTH: MAY

CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT

DCS ST MTH CD CD GRP SC DAY RATE FEE AMOUNT
                               TURNAROUND
                                                                   15:10:22
    ---- NAME -----
    LAST FIRST
     <= Search for
   587.00
             2007 009 811 R06 25 23 417.00 49.00 cm. 2007 009 811 R12 15 23 654.00 282.00
                                                                       368.00
   TROUGHT
U GILL EL: 200221100 2 0507 009 811 R12 25 23 628.00
                                                                       372.00
                                                                       417.00
                                                                       628.00
   569.00
                                                                       417.00
   Chine
                                                                       628.00
            GMETUS SEMICE SHEELESSEES 2 0507 009 811 R06 25 23 417.00 GMETUS MARKET SHEELESSEES 2 0507 009 811 R06 25 23 417.00
                                                                       417.00
                                                                      417.00
                                      STARS 4 SMART START BONUS
 PROVIDER: 601512 FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                 NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
 5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
 GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure U - 1: Select record to update

```
SUBSIDIZED CHILD CARE REIMBURSEMENT
GHB7301M
                                                                                         06/08/07
99901037 CHILD DEMOGRAPHIC DETAIL 15:12:

LAST NAME GILL FIRST NAME ELSTAN MI VIEW FAMILY DATA

DCS ID CHILD DEMOGRAPHIC DETAIL 15:12:

FIRST NAME ELSTAN MI VIEW FAMILY DATA

EIS ID EIS CASE

DOB CHILD DEMOGRAPHIC DETAIL 15:12:

FIRST NAME ELSTAN MI VIEW FAMILY DATA

EIS SN RACE B GENDER M
                                                                                        15:12:09
FAMILY CASE PARTIES NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 1377
COUNTY 60 MECKLENBURG INCOME UNIT SIZE 4 LIVES WITH RELATIVE(Y/N) Y
                                   CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH 2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI MONTHLY PAYMENT RATE 628.00 MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE FEE BEGINS SERVICE AMOUNT SERVICE DAYS 23 PARTIAL PARENT FEE AMOUNT
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y SS QUALITY BONUS (Y/N) Y
SPECIAL FEES FUND SOURCE 25 SCC
RATE GROUP R13 FIRST SHIFT 3 YRS CLIENT STATUS 2 ENROLLMENT WITH PAY
CATEGORY CD 009 WITH REGARD TO INCOME
                                                                          MORE @ FOUR (Y/N) N
NEED CODE 811 EMPLOYED
                                                 W/E RATE (Y/N) N CORR CD
NEW CLIENT CD
                                                 ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB139- Child Invoice Detail is displayed.
```

Figure U - 2: Record before update

4. For this example, change the number in the **SERVICE DAYS** field to "18" (Figure U – 3).

```
GHB7301M
                   SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                 06/08/07
99901037
                         CHILD DEMOGRAPHIC DETAIL
                                                                 15:12:09
LAST NAME 45
                         FIRST NAME ELECTION
                                                       VIEW FAMILY DATA
  DCS ID ZHOW, TEXT BOW
                             EIS ID
                                                EIS CASE
     DOB 2003-12-06
                                                RACE B GENDER M
                              SSN
                   ELIGIBILITY BEGIN 2007-01-09 END 2008-01-08
FAMILY CASE INSHIRE:
                   NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 1377
COUNTY 60 MECKLENBURG INCOME UNIT SIZE 4 LIVES WITH RELATIVE(Y/N) Y
                          CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
                2007 05 MAY
SERVICE MONTH
                                PROVIDER 601512 BRIGHT FUTURE LEARNI
MONTHLY PAYMENT RATE 628.00
                                   MONTH PAYMENT REQUESTED 05 MAY
MONTHLY PARENT FEE.
                        FEE BEGINS
                                              SERVICE AMOUNT
                   18 PARTIAL _
SERVICE DAYS
                                           PARENT FEE AMOUNT
                                             PAYMENT AMOUNT
                                                                 628.00
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y
                                             SS QUALITY BONUS (Y/N) Y
                                    FUND SOURCE
                                                   25 SCC
SPECIAL FEES
            R13 FIRST SHIFT 3 YRS
                                                   2 ENROLLMENT WITH PAY
RATE GROUP
                                    CLIENT STATUS
CATEGORY CD 009 WITH REGARD TO INCOME
                                                       MORE @ FOUR (Y/N) N
NEED CODE
            811 EMPLOYED
                                    W/E RATE (Y/N) N CORR CD
NEW CLIENT CD
                                    ENHANCEMENT CD
F KEYS: 1=Help 3=Exit 4=Main Menu
GHB139- Child Invoice Detail is displayed.
```

Figure U - 3: Update record - change number of service days to "18"

5. Press $\langle ENTER \rangle$ (Figure U-4).

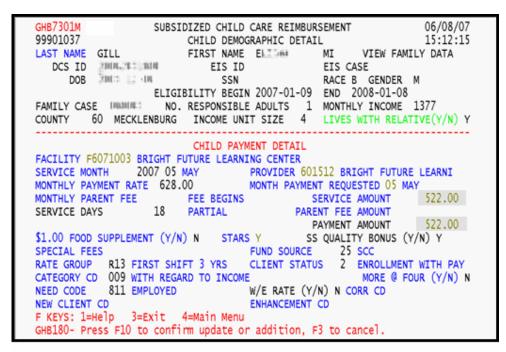


Figure U - 4: Updated record - press F10 to confirm



Service Days: If the number of service days is less than a full month, the system automatically recalculates the Service Amount, Parent Fee Amount (if applicable) and Payment Amount based upon the number of days.

6. Press **<F10>** to confirm and return to Turnaround listing (Figure U - 5).

GHB7101M 99901037											06/08/07 15:12:26	
NAME CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT												
LAST	FIRST		-							RATE	FEE	AMOUNT
<= Search for												
_ GILL	E . # : . ;	2008-0225-0005	2	0507	009	811	R13	25	18	628.00		522.00
4E-c-c	DBCD	20004/200753	2	0507	009	811	R11	25	23	693.00	124.00	569.00
GLENTIN		SHEEDING SHEET	_							417.00		417.00
Obvision			_	0507						628.00		628.00
		2000/02/2000	_								138.00	
		2008/28/28/08	_									417.00
		2008/28/28/002										417.00
		2000/e11127/e/e	_									654.00
10010011		20000000777773	_									654.00
10010011										693.00		693.00
00000	MALE .	300100287307	2	0507							98.00	319.00
STARS 4 SMART START BONUS %												
PROVIDER: 601512 FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60												
NEW FACILITY:												
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility												
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu												
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd												
GHB152- Successful Update.												

Figure U - 5: Updated record in Turnaround listing

I = Inquiry

Inquiry is the "look-up" function. No updates or adds can be made using this function. Inquiry may be used to look at current and prior month payment records from the Turnaround screen.

Performing a record inquiry

1. Tab to the child's name in the Turnaround listing and type "I" beside the name selected (Figure I − 1).



Children's names are listed in alphabetical order on the Turnaround listing.

```
GHB7101M
                     SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                  06/08/07
 99901037
                                TURNAROUND
                                                                  15:12:26
                        PAYMENT MONTH: MAY
   ---- NAME -----
                            CL SVC CAT ND RTE FD SVC MONTH
                                                             PARENT PAYMENT
   LAST FIRST
                     DCS
                           ST MTH CD CD GRP SC DAY RATE
                                                              FEE AMOUNT
     <= Search for
         #### 2 0507 009 811 R13 25 18 628.00
                                                                      522.00
            3800 2800 2800 2800 281 R11 25 23 693.00 124.00
                                                                     569.00
           30000 20007525642762 2 0507 009 811 R06 25 23 417.00
                                                                      417.00
  GL 59/7196
   Chining
                                                                      628.00
           >#### 29818##±57#±37F 2 0507 009 811 R10 15 23 693.00 138.00
  GEO: PETCH
                                                                     555.00
   CRETCO
           30MG 39MG-39MG-9 2 0507 009 811 R06 25 23
                                                                      417.00
            Make: 398863929867 2 0507 009 811 R06 25 23 417.00
I GROSS
                                                                     417.00
            wart 39886 1227 ee 2 0507 009 811 R12 25 23
  10%
                                                                      654.00
        654.00
  140230831
  ##DMR** 2007 2 2007 2005 831 R11 25 23 693.00 ##DMR** 2007 2007 2009 811 R06 25 23 417.00 98.00
                                                                     693.00
                                                                     319.00
                                     STARS 4 SMART START BONUS
PROVIDER: 601512
                 FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
                NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
 5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB152- Successful Update.
```

Figure I - 1: Select record for inquiry

 Press **<ENTER>** once to see the record and again for the "Inquiry only" message (Figure I − 2).

```
GHB7301M
                      SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                         06/08/07
                      CHILD DEMOGRAPHIC DETAIL
99901037
                                                                        15:12:48
  ST NAME GROSS FIRST NAME M. VI
DCS ID EIS CASE
DOB SSN RACE B G
LAST NAME GROSS
                                                             VIEW FAMILY DATA
                                                     RACE B GENDER F
                     ELIGIBILITY BEGIN 2005-03-29 END 2007-12-10
FAMILY CASE LARRAGE NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 0000 COUNTY 60 MECKLENBURG INCOME UNIT SIZE 5 LIVES WITH RELATIVE(Y/N) Y
                            CHILD PAYMENT DETAIL
FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER
SERVICE MONTH 2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI MONTHLY PAYMENT RATE 417.00 MONTH PAYMENT REQUESTED 05 MAY
                       FEE BEGINS
MONTHLY PARENT FEE
                                                  SERVICE AMOUNT
                    23 PARTIAL
                                                PARENT FEE AMOUNT
SERVICE DAYS
                                                  PAYMENT AMOUNT
                                                                        417.00
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y
                                                 SS QUALITY BONUS (Y/N) Y
SPECIAL FEES
                                        FUND SOURCE
                                                        25 SCC
RATE GROUP RO6 FIRST SHIFT BEFORE A CLIENT STATUS
                                                        2 ENROLLMENT WITH PAY
CATEGORY CD 009 WITH REGARD TO INCOME
                                                             MORE @ FOUR (Y/N) N
             811 EMPLOYED
                                        W/E RATE (Y/N) N CORR CD
NEED CODE
NEW CLIENT CD
                                        ENHANCEMENT CD
                 3=Exit 4=Main Menu
F KEYS: 1=Help
GHB789- Inquiry only. F3/F4 to Exit.
```

Figure I - 2: Message received when attempting to key/update data for an inquiry

Performing a search

The "Search for" feature is an alternative and fast way to locate a specific name, facility, etc. It avoids the need to constantly scroll down a list while working within a particular screen such as the Turnaround, List of Facilities or Prior Month Correction.

1. Tab to the **SEARCH FOR** field and type up to the first five letters of the child's last name or facility name (no asterisk is required). In Figure S – 1, the first three letters are used.

```
GHB7101M
                  SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                       06/08/07
99901037
                                                       15:13:31
                          TURNAROUND
                    PAYMENT MONTH: MAY
   ---- NAME ----
                        CL SVC CAT ND RTE FD SVC MONTH
                                                   PARENT PAYMENT
   LAST
          FIRST
                      ST MTH CD CD GRP SC DAY RATE
                                                    FEE AMOUNT
hop_ <= Search for
         #1.: 3000 2: 300 2 0507 009 811 R13 25 18 628.00
                                                          522.00
  4E--
  CE.
          2 0507 009 811 R11 25 23 693.00 124.00
                                                          569.00
         417.00
628.00
  CLEATING.
          CENNING
          >+MM+ XMINGEX**65XI 2 0507 009 811 R10 15 23 693.00 138.00
  ORDINEDIA.
                                                          555.00
  CHIDO
          3000 3000 3000 2000 2 0507 009 811 R06 25 23 417.00
                                                          417.00
          417.00
  CHILDS
          www.t. 39889e13231ee 2 0507 009 811 R12 25 23 654.00
                                                          654.00
          140200011
                                                          654.00
         693.00
  100210031
         NAME 39817867967 2 0507 009 811 R06 25 23 417.00 98.00 319.00
  000000
                               STARS 4 SMART START BONUS
                 FACILITY: F6071003 BRIGHT FUTURE LEARNI PURCHASER: 60
PROVIDER: 601512
              NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure S - 1: Enter up to the first five letters in the "Search for" field

2. Press $\langle ENTER \rangle$ to view the search results (Figure S - 2).

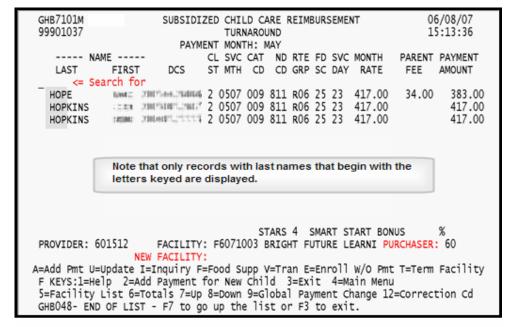


Figure S - 2: Search results

F = Food Supp (Food Supplement)

In some situations a \$1.00 Food Supplement for the Child and Adult Care Food Program (CACFP) can be paid for children funded with Smart Start. The child care payment funded by Smart Start will be reduced by \$1.00 and supplemented with \$1.00 from SCC funds. You can add the \$1.00 Food Supplement by using **F** (food supplement) or **U** (update).

When an **F** is entered, the system checks for any payments made with SCC funds. If there are no SCC payments, a food supplement payment record can be added. This reduces the Payment Amount by \$1.00 and adds a separate payment of \$1.00 from SCC funds.

If a payment is already on the Turnaround with SCC funds, a \$1.00 Food Supplement will not be added and the message "Child already qualifies for Food Program" will appear on the bottom of the screen.

Adding by the F function

1. Tab to the child's name in the Turnaround listing, identified with Fund Source 15, and type "F" beside the name (Figure F - 1).

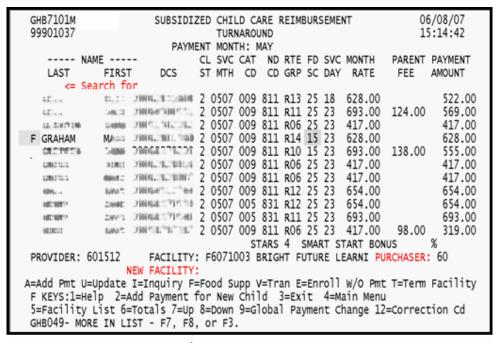


Figure F - 1: Select record to add \$1.00 Food Supplement

2. Press **<ENTER>**. If there are no SCC food payments, the "Child Food Supplement add successful" message will appear (Figure F – 2).

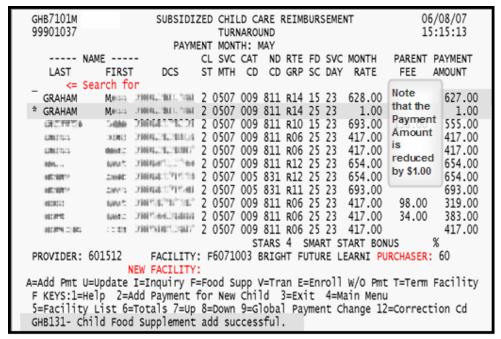


Figure F - 2: Food Supplement successfully added

3. If an SCC payment already exists, then the supplement will not be added and the message "GHB129 – child does not qualify for food supplement" will appear.

Adding by the U function

- 1. Tab to the child's name in the Turnaround listing identified with Fund Source 15.
- 2. Type "U" beside the name selected (Figure F 3).

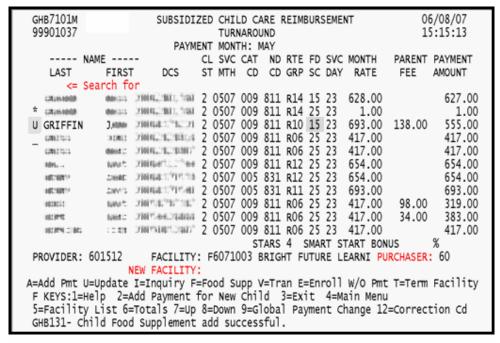


Figure F - 3: Add \$1.00 Food Supplement by the upate function

3. Press **<ENTER>** to display the Child Demographic Detail record (Figure F - 4).

```
CHILD PAYMENT DETAIL

FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER

SERVICE MONTH 2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI

MONTHLY PAYMENT RATE 693.00 MONTH PAYMENT REQUESTED 05 MAY

MONTHLY PARENT FEE 138.00 FEE BEGINS SERVICE AMOUNT 693.00

SERVICE DAYS 23 PARTIAL PARENT FEE AMOUNT 138.00

PAYMENT AMOUNT 555.00

$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y SS QUALITY BONUS (Y/N) Y

SPECIAL FEES FUND SOURCE 15 SMART START

RATE GROUP R10 FIRST SHIFT BELOW 1 CLIENT STATUS 2 ENROLLMENT WITH PAY

CATEGORY CD 009 WITH REGARD TO INCOME MORE @ FOUR (Y/N) N

NEED CODE 811 EMPLOYED W/E RATE (Y/N) N CORR CD

NEW CLIENT CD 02 NEW ELIGIBLE CHILD ENHANCEMENT CD

F KEYS: 1=Help 3=Exit 4=Main Menu

GHB139- Child Invoice Detail is displayed.
```

Figure F -4: Child Payment Detail before update

- 4. Tab to the Food Supplement field, in the Child Payment Detail area, and change the **N** to **Y**.
- 5. Press $\langle ENTER \rangle$ (Figure F 5).

```
CHILD PAYMENT DETAIL

FACILITY F6071003 BRIGHT FUTURE LEARNING CENTER

SERVICE MONTH 2007 05 MAY PROVIDER 601512 BRIGHT FUTURE LEARNI

MONTHLY PAYMENT RATE 693.00 MONTH PAYMENT REQUESTED 05 MAY

MONTHLY PARENT FEE 138.00 FEE BEGINS SERVICE AMOUNT 693.00

SERVICE DAYS 23 PARTIAL PARENT FEE AMOUNT 138.00

PAYMENT AMOUNT 554.00

$1.00 FOOD SUPPLEMENT (Y/N) Y STARS Y SS QUALITY BONUS (Y/N) Y

SPECIAL FEES FUND SOURCE 15 SMART START

RATE GROUP R10 FIRST SHIFT BELOW 1 CLIENT STATUS 2 ENROLLMENT WITH PAY

CATEGORY CD 009 WITH REGARD TO INCOME MORE @ FOUR (Y/N) N

NEED CODE 811 EMPLOYED W/E RATE (Y/N) N CORR CD

NEW CLIENT CD 02 NEW ELIGIBLE CHILD ENHANCEMENT CD

F KEYS: 1=Help 3=Exit 4=Main Menu

GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure F - 5: Child Payment Detail after update

6. Press $\langle F10 \rangle$ to confirm update. Note record in Turnaround listing (Figure F - 6).

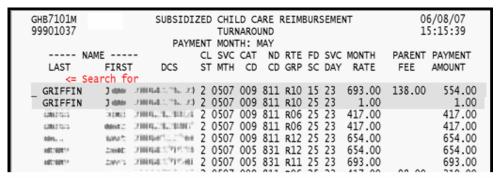


Figure F - 6: Records in Turnaround listing

V = Tran (Transportation)

A transportation payment record can be added from the Turnaround or Prior Month Correction screen by placing a **V** next to an eligible record. It can also be added through the A=Add Payment function *only if* there is an existing child care services record in the Turnaround listing. The Subsidized Child Care Reimbursement System requires the following guidelines to be followed when keying a transportation record.

- Only one transportation record is allowed per child, per shift. This is determined by the system matching the DCS ID, Purchaser ID, Facility ID, service date, fund source, and 1st position of the rate group (Shift).
- Except for transportation-only facilities, a child must have a child care services
 payment record for that service month before transportation can be added. If less
 than a full month's service days are paid for transportation, the record does not roll
 over the following month to a full month's service days the way a child's regular
 payment record does. The transportation record rolls over with the number of
 service days from the previous month.
- If a transportation payment record still exists for a child whose child care services will not be paid for in the current month, the system will flag the transportation entry. The flagged entry will appear under the "List of Facilities Requiring Attention" section and will prevent the purchaser from closing out for that month.
- The system will determine which rate group to use based on the child's date of birth and the appropriate shift.

The following transportation rates will appear according to the age of the child:

```
R05 – under age 3 = $42 maximum
R04 – 3 years + = $38 maximum
R04/05 – children with special needs (all ages) = $42
Minimum rate for all children = $1.00
```

Adding by the V function

1. Tab to the child's name in the Turnaround listing and type "V" (Figure V - 1).

```
SUBSIDIZED CHILD CARE REIMBURSEMENT
  GHB7101M
                                                                                                                                                                                     06/08/07
  99901037
                                                                                       TURNAROUND
                                                                                                                                                                                     15:28:13
                                                                  PAYMENT MONTH: MAY
          ---- NAME -----
                                                                      CL SVC CAT ND RTE FD SVC MONTH PARENT PAYMENT
          LAST FIRST DCS ST MTH CD CD GRP SC DAY RATE
                                                                                                                                                                          FEE AMOUNT
               <= Search for
                              :mom: 3100me/517edbe 2 0507 009 811 R11 25 23 650.00
                                                                                                                                                                          94.00
                                                                                                                                                                                               556.00
    MC08801
                                   CHART SHIPMAN NOTES 2 0507 019 851 R12 25 23 650.00
      RECEIVED.
                                                                                                                                                                                                650.00
                                  edition 378800-0000 207.00 811 T13 25 23 611.00 207.00
                                                                                                                                                                                              404.00
                                  | MRSS | 121 | 122 | 123 | 124 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125 | 125
                                                                                                                                                                                               611.00
                                                                                                                                                                                                399.00
                                                                                                                                                  399.00
                                                                                                                                                                                               399.00
  V PIRTLE Bbcs 3999685575298 2 0507 019 851 R12 15 23 650.00
                                                                                                                                                                                                650.00
                             2 0507 009 811 R10 25 23 650.00 101.00 549.00 mms. 2 0507 009 811 R0 25 23 650.00 101.00 611.00 611.00 mms. 2 0507 009 811 R06 25 23 399.00 399.00
       PT "TRAVE
        POID #
       MITTER.
        611.00
                                                                                                      STARS 4 SMART START BONUS
  PROVIDER: 602724 FACILITY: F6070941 BEGINNING YEARS DAY PURCHASER: 60
                                            NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
  F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
  5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
  GHB049- MORE IN LIST - F7, F8, or F3.
```

Figure V - 1: Select record to add Transportation Record

 Press **<ENTER>** and the transportation record will appear in the listing. The message "GHB908 – Child Transportation Record added successful" appears (Figure V – 2).

```
PIRTLE BREE PHONE 2 0507 019 859 R05 15 23 42.00 42.00
PIRTLE BREE PHONE 2 0507 019 851 R12 15 23 650.00 650.00

STARS 4 SMART START BONUS %
PROVIDER: 602724 FACILITY: F6070941 BEGINNING YEARS DAY PURCHASER: 60
NEW FACILITY:

A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB908 - Child Transportation Record added successful.
```

Figure V - 2: Transportation record successfully added

3. Note the Child Payment Detail in the added record (Figure V – 3).

```
CHILD PAYMENT DETAIL

FACILITY F6070941 BEGINNING YEARS DAY CARE

SERVICE MONTH 2007 05 MAY PROVIDER 602724 BEGINNING YEARS DAY

MONTHLY PAYMENT RATE 42.00 MONTH PAYMENT REQUESTED 05 MAY

MONTHLY PARENT FEE FEE BEGINS SERVICE AMOUNT 42.00

SERVICE DAYS 23 PARTIAL PARENT FEE AMOUNT

PAYMENT AMOUNT 42.00

$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y SS QUALITY BONUS (Y/N) Y

SPECIAL FEES FUND SOURCE 15 SMART START

RATE GROUP R05 FIRST SHIFT TRANS UN CLIENT STATUS 2 ENROLLMENT WITH PAY

CATEGORY CD 019 WITHOUT REGARD TO INCOME MORE @ FOUR (Y/N) N

NEED CODE 859 CHILD WELFARE SERVIC W/E RATE (Y/N) N CORR CD

NEW CLIENT CD 02 NEW ELIGIBLE CHILD ENHANCEMENT CD

F KEYS: 1=Help 3=Exit 4=Main Menu

GHB139- Child Invoice Detail is displayed.
```

Figure V - 3: Child Payment Detail of added transportation record

Adding by the A function

- 1. Tab to the child's name in the Turnaround listing and type "A". Press **<ENTER>** to generate the Child Payment Detail screen.
- 2. Type in the required payment information. The key fields are **MONTHLY PAYMENT RATE, RATE GROUP** and **NEED CODE** (Figure V 4).

```
SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                    06/08/07
GHB7301M
LAST NAME PRUITT CHILD DEMOGRAPHIC DETAIL
                                                                    15:37:05
                        FIRST NAME JANNASTI: MI VIEW FAMILY DATA
  DCS ID THIN THE TIPE EIS ID EIS CASE
DOB THE TIPE EIS SSN RACE B G
                                                 RACE B GENDER M
                  ELIGIBILITY BEGIN 2006-08-01 END 2007-07-31
FAMILY CASE 1944 NO. RESPONSIBLE ADULTS 1 MONTHLY INCOME 0000 COUNTY 60 MECKLENBURG INCOME UNIT SIZE 1 LIVES WITH RELATIVE(Y/N) Y
CHILD PAYMENT DETAIL
FACILITY F6070941 BEGINNING YEARS DAY CARE
SERVICE MONTH 2007 05 MAY PROVIDER 602724 BEGINNING YEARS DAY MONTHLY PAYMENT RATE 38.00 MONTH PAYMENT REQUESTED 05 MAY
                   FEE BEGINS
4 PARTIAL
MONTHLY PARENT FEE
                                                                      7.00
                                              SERVICE AMOUNT
SERVICE DAYS
                                             PARENT FEE AMOUNT
                                               PAYMENT AMOUNT
                                                                      7.00
$1.00 FOOD SUPPLEMENT (Y/N) N STARS Y SS QUALITY BONUS (Y/N) Y
                                FUND SOURCE 25 SCC
SPECIAL FEES
RATE GROUP RO4 FIRST SHIFT TRANSPOR CLIENT STATUS 2 ENROLLMENT WITH PAY
CATEGORY CD 005 WORK FIRST FAMILY ASSIST W/OUT INCOME MORE @ FOUR (Y/N) N
NEED CODE 819 EMPLOYED
                                     W/E RATE (Y/N) N CORR CD
NEW CLIENT CD
                                     ENHANCEMENT CD
                3=Exit 4=Main Menu
F KEYS: 1=Help
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure V - 4: Transportation record added via Add function - update Child Payment Detail

3. Press < ENTER>. Press < F10> to confirm.

Adding by the F2 function

When adding a transportation payment for a new child using **F2**, there must be an existing child care services record prior to adding the transportation record.

Adding by the U function

The Update feature allows only the *MONTHLY PAY RATE*, *SERVICE DAYS*, *RATE GROUP* and *CLIENT STATUS* fields to be changed on the additional payment record. Transportation-only facilities allow updates to all fields.

E = Enroll W/O Pmt (Enroll Without Payment)

Enroll without Payment is used to change **all** of the records in a facility to an enrollment without pay status (Client Status 5). If only some records need to be changed to Client Status 5, you must individually update the records that need to be changed.

Enrolling without payment

- 1. Type "E" beside any name in the turnaround listing.
- 2. Press $\langle ENTER \rangle$ (Figure E -1).

```
GHB7101M
                   SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                           06/08/07
99901037
                            TURNAROUND
                                                           15:39:07
                     PAYMENT MONTH: MAY
                         CL SVC CAT ND RTE FD SVC MONTH
   ---- NAME ----
                                                      PARENT PAYMENT
   LAST
          FIRST
                    DCS
                         ST MTH CD CD GRP SC DAY RATE
                                                       FEE AMOUNT
     <= Search for
          INDEX 31817-6-818-32% 2 0507 009 811 R06 25 23 347.00
                                                       36.00
                                                              311.00
  . Emile
           Times.
                                               347.00
                                                              347.00
          347.00
  LIMIT.
                                                      191.00
                                                477.00
                                                              286.00
E LONG
  ..1981
                                                              433.00
          1997, FINISH STANISH 2 0507 009 811 T14 15 23 433.00 122.00
                                                              311.00
  P10028
  108.00
                                                              369.00
                                                              433.00
                                 STARS 4 SMART START BONUS
PROVIDER: 602806
                  FACILITY: F6071074 BLESSED BEGINNINGS
                                                   PURCHASER: 60
              NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB180- Press F10 to confirm update or addition, F3 to cancel.
```

Figure E - 1: Type "E" by any record and press ENTER

Press <F10> to confirm. Client Status for each record is now "5" and the "GHB152
 − Successful Update" message will appear (Figure E − 2).

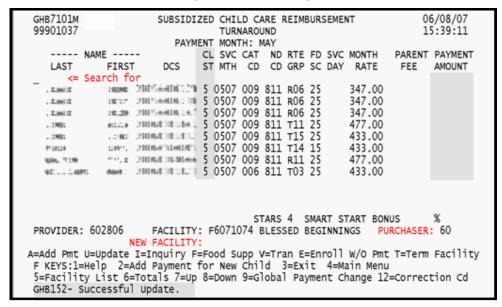


Figure E - 2: Successful Update - Client Status changed to "5" and payment amounts removed

T = Term Facility (Terminate Facility)

Term Facility is used to terminate records for a terminated facility. Records cannot be updated. Using this function option changes all of the facility's records to Client Status 4.

Terminating a facility

Be careful when using this function. It is used only when the facility has terminated or if all the children will not be attending the facility the next month. If this function is used in error prior to your close-out, the records can be updated in the current Turnaround to their correct client status. If this function is used in error and you have closed out, you will not be able to update records for the terminated facility. You will have to re-enter each record via the current Turnaround.

Type "T" beside any name in the Turnaround listing and press **<ENTER>** (Figure T − 1).

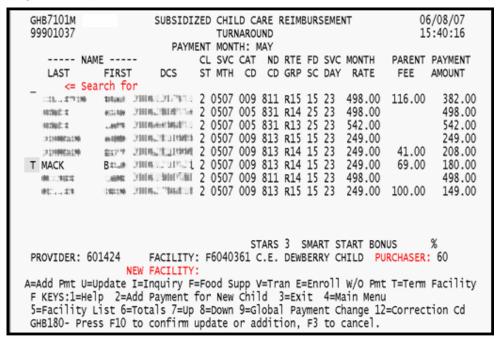


Figure T - 1: Type "T" by any record and press ENTER

2. Client Status for each record is now "4" and there are no payment amounts.

Press **<F10>** to confirm and receive the "GHB152 – Successful Update" message (Figure T – 2).

```
GHB7101M
                     SUBSIDIZED CHILD CARE REIMBURSEMENT
                                                                  06/08/07
 99901037
                                                                  15:40:18
                               TURNAROUND
                       PAYMENT MONTH: MAY
   ---- NAME -----
                            CL SVC CAT ND RTE FD SVC MONTH
                                                             PARENT PAYMENT
                      DCS ST MTH CD CD GRP SC DAY RATE
   LAST
            FIRST
                                                             FEE AMOUNT
     <= Search for
   COLUMN THE THE THE THE COLUMN THE TAX A 0507 009 811 R15 15
           #554# 3181#53## 4 0507 005 831 R14 25
   E SWITE
                                                     498.00
            _em 31000ee1000111 4 0507 005 831 R13 25
   11 SWD10
                                                     542.00
            ##### 2006/2010/00/00 4 0507 009 813 R15 15
                                                     249.00
   312100025296
  #EDIT JIMBATEURINE 4 0507 009 813 R14 15
                                                     249.00
                                                     249.00
                                                     498.00
  ***** **** ****** 4 0507 009 813 R15 15
                                                     249.00
                                     STARS 3 SMART START BONUS
 PROVIDER: 601424
                    FACILITY: F6040361 C.E. DEWBERRY CHILD PURCHASER: 60
                 NEW FACILITY:
A=Add Pmt U=Update I=Inquiry F=Food Supp V=Tran E=Enroll W/O Pmt T=Term Facility
F KEYS:1=Help 2=Add Payment for New Child 3=Exit 4=Main Menu
 5=Facility List 6=Totals 7=Up 8=Down 9=Global Payment Change 12=Correction Cd
GHB152- Successful Update.
```

Figure T - 2: Successful Termination - Client Status changed to "4" and payment amounts removed